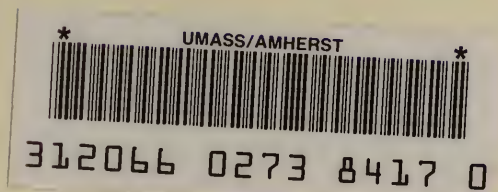


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Commonwealth of Massachusetts



House of Representatives

Committee on Personnel and Administration

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HOUSE EMPLOYEE HANDBOOK

George Keverian
Speaker

Michael J. Rea, Jr.
Chairman

MASSACHUSETTS HOUSE OF REPRESENTATIVES

House Committee on Personnel and Administration (HCPA)

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Stephen T. Joyce
Director

The Committee wishes to thank the Group Insurance Commission and the State Retirement Board for their careful review of the benefit summaries in this handbook.

The policies and benefits listed in this handbook may be changed at any time without prior notice. This handbook or any of its contents should not be construed as part of any employment contract.



GEORGE KEVERIAN
SPEAKER

The Commonwealth of Massachusetts

ROOM 356
HOUSE OF REPRESENTATIVES
STATE HOUSE, BOSTON 02133

FOREWORD

This House Employee Handbook has been prepared for you as a guide to the personnel policies, benefits, and services which come with your position as an employee of the House. It also includes an overview of the legislature's structure and the legislative process. Please read this handbook and keep it as a handy reference.

While this handbook may not answer all your questions, we encourage you to contact the House Committee on Personnel and Administration (2-2582) or the House Personnel and Payroll Office (2-2814) whenever you do have a question or need more detailed information.

You are a valuable and important part of the House of Representatives. You contribute to the image of the House through your daily interaction with elected officials, the public, and other staff. While the Legislative environment may seem a bit overwhelming, we hope that this handbook will help you to quickly become acquainted with this historic institution and that your employment here will be a personally rewarding and successful experience.

George Keverian *Michael J. Rea Jr.*
GEORGE KEVERIAN MICHAEL J. REA JR.
Speaker Chairman

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INTRODUCTION

This Introduction provides an overview of the legislature, its authority, and its structure. It also includes a description of the legislative and budget processes so that you may better understand how the legislature works and how your job contributes to its operation.¹

Overview

The Massachusetts General Court is the oldest continuous legislature in the country. It has been passing laws and conducting business since 1630. In addition, the Massachusetts Constitution, adopted in 1780, "is the oldest written constitution in the world still in force."²

The 1780 constitution established three branches of government to make, execute and interpret the laws: The Legislature, the Executive, and Judiciary. This separation of powers was necessary to insure that Massachusetts would have a "government of laws and not of men."³

The first section of the "Legislative Article" of the Constitution vests the law-making power in a General Court, consisting of the House of

¹Much of this Introduction has been extracted from Dr. Anthony J. Burke and Stephen Zerdelian, A Handbook For New Legislators (Boston: Legislative Service Bureau, 1987), Chapters I, II, III, and IV.

²Cornelius Dalton, John Wirkkala, & Anne Thomas, Leading The Way: A History of the Massachusetts General Court, 1629-1980 (Boston: Massachusetts Secretary of State, 1987), p. 58.

³The Constitution of the Commonwealth of Massachusetts, (Boston: Massachusetts Secretary of State, 1984), Article XXX.

Representatives and the Senate, and in the people, who reserve the power to propose laws to the General Court and amendments to the Constitution. Remaining sections pertaining to the legislature relate to the types of laws it may enact, limitations on its general law-making process including procedures to be followed when exercising it, and qualifications of its members.

The General Court is also given power to obtain any information affecting legislation either under consideration or contemplated through committee hearing or other means. It can, pursuant to this power, compel the attendance and testimony of witnesses and the production of books and papers. It can appropriate money to cover expenses involved in the performance of its legislative duties.

The legislative powers of the General Court are subject only to the limitations and restrictions expressly stated or clearly implied in the State and Federal Constitutions. Thus, the General Court may enact any law which is not prohibited by the provisions of either of these two fundamental sources of law.

The Massachusetts Constitution includes several restrictions on the exercise of power by the Legislature. For example, the Legislature is not permitted to pass ex post facto (retroactive) laws, bills of attainers, or laws impairing the obligation of a contract. One potentially important restriction is the legislative power retained by the people as expressed in the initiative and referendum sections of the Constitution.

Inherent limitations preclude the Legislature from surrendering its legislative powers or delegating its essential legislative functions. It may not encroach on the powers of the other governmental branches, and citizens are protected from its power by the Bill of Rights. It may not deny equal protection of the laws or due process of law.

Structure

The Massachusetts Legislature is bi-cameral or two-house, and consists of a House of Representatives comprising of 160 members and a Senate consisting of 40 members. Both Representatives and Senators are elected for two year terms at the biennial state elections held in November of each even-numbered year.

The workload of the Legislature makes it impossible for the entire membership to hold hearings on each piece of the more than 9000 pieces of legislation filed each year. Consequently, the workload is divided by topic among the legislative committees, where smaller groups of representatives and senators review the merits of each legislative petition and make their report to the full House or Senate.

There are two types of standing committees: joint and separate. Joint standing committees are comprised of legislators from both the House and Senate while separate standing committees are comprised of legislators from either the House or the Senate.

Senate and House members are assigned to the various committees by the Senate President and the House Speaker for two years. The first member named by both the Speaker and the President serve as Chairman for the respective branch. The first named Senator has always served as Chairman of the Joint Committee and in his or her absence, the House Chairman serves as Joint Chairman. There are 21 joint committees of the Legislature, each consisting of 6 Senators and 11 Representatives.

Each branch has standing committees on Rules, Ways and Means, Bills in Third Reading, Ethics, and Post Audit and Oversight. The House also has a Committee on Personnel and Administration; the Senate has a Committee on Steering and Policy. The standing committees of each branch act separately from the corresponding committees of the other branch except

that the respective committees on Ways and Means may act as a joint committee "when, in the judgement of the Chairman of the respective committees, ... the interests of legislation or the expedition of business will be better served by such joint consideration." Standing committees have a varying number of members assigned to each.

Public hearings are customarily held on all matters referred to committees. Notices of hearings are sent to petitioners. Dates of hearings are printed in the Legislative Bulletin which is published frequently throughout the session. A "Daily List" of hearings is also printed for distribution on the afternoon of the day before the hearings are scheduled to be held.

Descriptions of the duties of each joint and House standing committee are provided in the last section of this Handbook. The last section also includes descriptions of several administrative offices of which new employees may need to know.

Except as otherwise provided in the Consitution, each Branch makes its own Rules of Procedure. At the beginning of the regular session, the Senate and the House adopt their own rules. By further orders, special committees are established to prepare rules for the government of both houses. These rules are then printed and become the Rules and Regulations of the Legislature unless otherwise amended.

To identify and track the actions of the legislature, the following three legislative publications are provided: the Calendar, the Journal, and the Bulletin.

The rules require the Clerks of both branches to print a Daily Calendar before the opening of each session. The Calendar contains the agenda for the current day.

Each legislator is also provided with a Daily Journal. The Journal is a printed copy of the pre-

vious legislative day's activities except for the actual content of speeches. All roll call votes are recorded and are printed in the Journal. Similarly, committee reports and amendments made on the Floor are printed in the Journal. Various messages from the Governor or from the other branch are also printed.

The Legislative Bulletin is a periodic publication showing action on all measures before the legislature. It contains a listing, in numerical order by committees, of all bills and resolutions introduced into both branches.

The Legislative Process

Massachusetts legislation may be filed in several forms: a bill, a resolve, a resolution, an order, a report, a proposal, a message from the Governor or in annual reports from state agencies. Most legislation is based on petitions. When a petition, accompanied by a bill, resolve or other matter is presented, the petition is technically the primary and essential paper of the Legislature.

A bill enacted into law becomes either a general or special act. A general act usually applies to the entire Commonwealth or its citizens while a special act applies to a particular county, city, town, individual or group of individuals. Both general and special acts tend to be permanent in nature and stay in effect until they are modified, superseded or repealed.

Resolves are passed to provide for special or temporary action. They do not carry an enacting clause and they are terminated as soon as the object for which they were passed is attained. A resolution is usually an expression of opinion or sentiment by one or both branches of the General Court and is used for such purposes as memorializing the Congress of the United States regarding public questions. An order is a formal motion presented in writing to regulate procedure in each branch of the legislature.

A report is a document filed with the Clerk by a special commission or committee of the Legislature. It is accompanied by a draft of recommended legislation. A proposal or message from the Governor is either the annual message delivered in person before a Joint Session of the House and Senate or legislation recommended at any time during the session.

The Governor is required by the Constitution to recommend to the General Court a budget containing a statement of all proposed expenditures of the Commonwealth for the fiscal year, including those already authorized by law, and of all taxes, revenues, laws and other means by which such expenditures shall be defrayed.

Any state agency may recommend legislation in its annual report. These recommendations for legislators are required to be filed with the Secretary of State on or before the first Wednesday in November preceding the Session.

All petitions must be filed with the Clerk of the House or Senate before 5:00 p.m. on the first Wednesday of December in an even-number year. In odd years, petitions must be filed the first Wednesday in November. After that time, petitions, excepting those relating to home rule matters may be admitted only under suspension of the Rules of both branches.

Propositions filed are referred to the appropriate committee by the Clerk of the two branches with the approval of the presiding officer. Hearings are customarily held on all matters referred to committees. Notices of hearings are sent to petitioners and on request to other interested parties. Dates of hearings are printed in the Legislative Bulletin which is published frequently throughout the Session.

A "Daily List" of hearings is also printed for distribution on the afternoon of the day before the hearing is scheduled to be held.

Any person may appear at a hearing upon any proposition and may address the committee. After the interested parties have been heard, the hearing is declared closed, and, usually at a later time, the committee discusses the proposal in Executive Session and decides whether to recommend its passage.

Joint Committees acting concurrently are required by rules to make final reports not later than the fourth Wednesday of April on all matters referred to them before the fifteenth day of April and within ten days on all matters referred to them on or after that date.

Under the rules of the Legislature, documents cannot be held indefinitely by Joint Committees or killed by "pocketing" or "pigeonholing" them. Joint Committees may make favorable or adverse reports on proposals before them. A favorable report may recommend passage of the bill in its original form, with changes, or in a new draft. The report is made in writing, signed by a member of the committee and if changes are made they are printed in the Orders of the Day (Calendar) of the branch to which the committee reports.

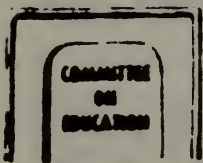
An adverse report by a Joint Committee may recommend "ought not to pass". Such reports are made on printed forms, signed by the member designated by the committee. Adverse reports must be made to the branch which the petition was originally filed. A committee may also report asking to be discharged from further consideration of any matter referred to it, and recommend that it be referred to another committee.

All Joint Committee reports must be made according to a vote of a majority of the committee. Members who disagree with the majority may dissent or reserve their rights.

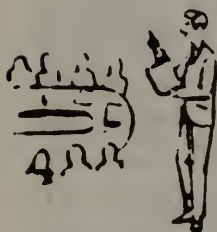
SIMPLE CHART SHOWING PROGRESS OF LEGISLATION



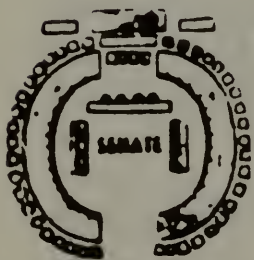
1. Petition filed in Office of Clerk.



2. Processed by Clerk and referred to Joint Committee.



3. Public hearing held by Committee.



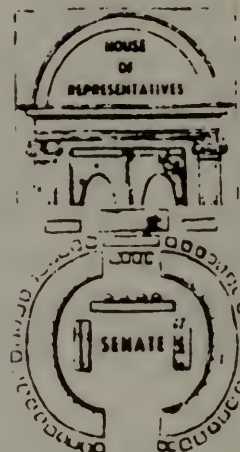
4. Reported into Senate for action. If adverse report is accepted in Senate - measure is dead. If report is favorable, bill or resolve takes three readings then passed to be engrossed.



5. Bill or resolve then sent to House for action.



6. If engrossed by House, prepared by Clerks for final passage.



7. Passed to be enacted by House and Senate. Always sent from Senate to Governor.



8. Governor has ten days to decide what action he will take.

The rules of each branch require that bills and resolves shall have three readings on three separate days. If a bill or resolve relates to state financial matters, it is referred under the rules to the Committee on Ways & Means. Debate may take place in the second or third reading stage. Amendments to the bill may be made or substituted drafts may be offered and voted on.

After the second reading has taken place and the bill has been ordered to a third reading, a Committee on Bills in Third Reading is required to examine and correct unconstitutional provisions, insuring accuracy in the text and references.

After a bill or resolve has had its third reading, the question comes on passing the bill to be engrossed. The bill or resolve is then sent to the other branch where the same procedure takes place. After the bill has been placed on engrossment paper, in accordance with the General Laws, the bill is then sent to the House where it is enacted and then to the Senate where it is always enacted last, and then sent to the Governor for his signature.

The Governor has ten (10) days to sign, return it with amendments, veto it, or let the bill become law without his signature. The Chart on the previous page summarizes the legislative process.

The State Budget Process

The Budget is the state's fiscal plan and the single most important document considered by the Legislature each year. The Budget is submitted by the Governor to the General Court and identifies those programs and institutions on which state money will be allocated.

The Budget contains over one thousand "line-item" accounts which are organized according to cabinet secretariats and departments. These line-items are further divided into twenty subsidiary accounts which

provide funding for specific purposes such as employee salaries, service contracts for non-employees, heat and other plant operations, capital equipment, state aid to cities and towns, and pensions. Enactment of the Massachusetts Budget begins more than twelve months prior to the start of the fiscal year, which runs from July 1st to June 30th.

During June and July each year the various state agencies commence the budgetary process by determining their needs for the following fiscal year which could consist of supplies, equipment, or staffing. Each manager of a subsidiary, or local office files a formal budget request to the supervising department or agency. Then the department commissioner compiles all the submitted requests from subordinate offices and drafts a unified Budget for the department.

In August, the Budget Bureau of the Executive Office of Administration and Finance directs and supervises the handling of the departmental budget requests. This Bureau plays a large role in the appropriation, allocation, and utilization of the financial resources by all state agencies. Administration and Finance must also complete its revenue estimates for the following year.

In the month of September, the Agency Hearings are held, after which Budget requests are forwarded to the cabinet secretaries, the Budget Bureau, the House and Senate Committees on Ways & Means, and the Legislative Committees on Post Audit and Oversight. These Budget requests are available to the public at the Massachusetts State House.

Public Hearings are conducted by the Secretariats in October in order to give the citizens of the Commonwealth an opportunity to voice their support or protest at agency budget requests. After these Hearings, the secretariats review the agency requests and make final recommendations to Administration and Finance regarding agency spending levels.

In November, Administration and Finance directors review recommendations and negotiate with various agency and departmental secretariats over funding and allocation levels. These proposals are reviewed by the Governor in December, after which he prepares his final recommendations for the Budget (House 1), which is submitted to the Legislature in late January.

House 1 is first referred to the House Committee on Ways & Means, which also holds Hearings and reviews the Governor's proposed allocations of state finance. The months of February and March are usually reserved by House Ways & Means for their deliberations on the Budget.

April and May are customarily reserved for the House and Senate deliberation. House Ways & Means reports its appropriations recommendations, after which the full House begins debate on its draft of the Budget. After it passes the House, the Budget is sent to the Senate, where it is assigned to Senate Ways & Means. The process is nearly identical in the Senate as it is in the House; Senate Ways & Means holds its own Budget Hearings and issues its own recommendations.

The Senate traditionally debates the Budget (with its recommendations) in June and, when approved, the full Senate passes it back to the House. If the House does not concur with the Senate's draft of the Budget, (which occurs frequently), a Conference Committee is appointed to iron out the differences. The Conference Committee consists of the chairpersons of the Ways & Means Committees (House and Senate), and a member of the majority and minority parties from each branch appointed by their respective leaders, the Senate President and the House Speaker. Both the Senate and House must approve of the Conference Committee Budget, and the Governor must sign it, before it becomes law.

This Introduction provides a brief overview of the legislature and its basic functions. The following sections of this handbook outline House personnel policies and employee benefits and services.

PERSONNEL POLICIES

Personnel Philosophy

The following are the general principles and requirements of the personnel system for the Massachusetts House of Representatives:

- Recruiting, selecting, and promoting employees on the basis of their relative ability, knowledge, skills, and personal characteristics.
- Fair treatment of applicants and employees in all aspects of personnel administration without regard to race, color, religion, sex, national origin, political affiliation, age, handicap, or other non-merit factors and with proper regard for their privacy and constitutional rights as citizens.
- Employees will be provided equitable and adequate compensation.
- Employees will be trained as needed to assure high-quality performance.
- Employees will be afforded opportunities for professional development in line with the current and future needs of the Legislature.
- Employees will be retained on the basis of the adequacy of their performance and provisions will be made for correcting inadequate performance and separating employees whose inadequate performance cannot be corrected.
- Employees will be informed of and comply with the Code of Ethics for House staff (as provided for in Rule 16A of the Rules of the House of Representatives and any subsequent revisions).
- Employees will be informed of their political rights and prohibited practices.

Code of Ethics

The Code of Ethics is taken from Rule 16A of the Rules of the House of Representatives (1987 - 1988). Certain employees may also need to familiarize themselves with the Conflict of Interest Law, the Financial Disclosure Law, the Open Meeting Law, and the Campaign and Political Finance Law - all of which are outlined in a booklet published by the House Ethics Committee entitled "A Guide to Ethics". Copies of this guide are available in every committee. Additional copies can be obtained from the House Ethics Committee.

1. While officers and employees should not be denied those opportunities available to all other citizens to acquire and retain private, economic and other interests, officers and employees should exercise prudence in any and all such endeavors and make every reasonable effort to avoid transactions, activities, or obligations, which are in substantial conflict with or will substantially impair their independence of judgement.
2. No officer or employee shall solicit or accept any compensation or political contribution other than that provided for by law for the performance of official duties.
3. No officer or employee shall serve as a legislative agent as defined in Chapter 3 of the General Laws regarding any legislation before the General Court.
4. No officer or employee shall receive any compensation or permit any compensation to accrue to his or her beneficial interest by virtue of influence improperly exerted from his or her official position in the House.
5. No officer or employee shall accept employment or engage in any business or professional activity, which will require the disclosure of confidential

information gained in the course of, and by reason of, his or her official position.

6. No officer or employee shall willfully and knowingly disclose or use confidential information gained in the course of his or her official position to further his or her own economic interest or that of any other person.
7. No officer or employee shall employ anyone from public funds who does not perform tasks which contribute substantially to the work of the House and which are commensurate with the compensation received; and no officer or full time employee of the House shall engage in any outside business activity during regular business hours, whether the House is in session or not. All employees of the House are assumed to be full time unless their personnel records indicate otherwise.
8. No officer or employee shall accept or solicit compensation for non-legislative services which is in excess of the usual and customary value of such services.
9. No officer or employee shall accept or solicit an honorarium for a speech, writing for publication, or other activity from any persons, organization, or enterprise having a direct interest in legislation or matters before any agency, authority, board, or commission of the Commonwealth which is in excess of the usual and customary value of such services.
10. No officer or employee shall knowingly accept any gifts with an aggregate value of \$100.00 or more in a calendar year from any legislative agent. No officer or employee shall accept any gift of cash from any person or entity having a direct interest in legislation before the General Court (for the purpose of paragraph 12, the definitions of "gift" and "person" are defined in Chapter 268B, Section 1 (g) and 1 (m) of the General Laws).

Employment Policy

Employees of a joint or standing committee on the part of the House must be nominated by the committee chairman and approved by a majority of the House members of the committee. The committee members will approve employees whose character and qualifications are acceptable to the majority of House members and are in accordance with the qualifications established by the Personnel and Administration Committee. At the beginning of a new legislative term, employees must be reappointed by the Chairman of their respective committees.

House Committee staff members serve at the pleasure of the Chairperson. The Chairperson has the authority to discharge an employee. Upon termination of employment by either Chairperson or employee, there should be written notification with at least two weeks notice. The only exception will be termination for cause.

The House staff members of each committee shall be appointed solely on the basis of fitness to perform the duties of their respective positions and without regard to race, creed, sex, age, or handicap. Committee staff shall:

- ° not engage in any work other than committee business during business hours; and
- ° not be assigned any duties other than those pertaining to committee business.

Legislative Aides work at the pleasure of their Representative. Their term of employment is coterminous with the Representative's elected term. They do not earn any Leave Benefits. However, paid leave may be granted at the discretion of each Representative. It is recommended that Representatives follow the Leave Benefit guidelines for committee staff outlined in this Handbook when granting paid leave to their Legislative Aide.

Sexual Harassment

The House of Representatives will not tolerate sexual harassment by or toward its employees. The term "sexual harassment" shall mean sexual advances, requests for sexual favors, and other physical conduct of a sexual nature when:

- ° Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or
- ° Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating intimidating, hostile, humiliating or sexually offensive work environment.

The purpose of this policy is not to regulate our employee's personal lives or morality. The policy was formulated to protect our employees - both females and males - against unsolicited and unwelcomed sexual overtures or conduct, either physical or verbal. It prohibits such employee misconduct that may upset employee morale and interfere with employees' work and efficiency.

Types of Conduct Covered By This Policy:

- ° The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
- ° The policy prohibits subtle pressure for sexual favors, including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or refusal) will have any effect on the person's employment, job assignment, wages, promotions, or as any other conditions of employment or future job opportunities.

- The policy prohibits the unreasonable interference with the employee's work performance by the creation of an intimidating or sexually offensive environment.
- The policy prohibits unsolicited and unwelcomed sexual overtures or conduct, either physical or verbal.
- Sexual harassment does not refer to occasional compliments of a socially acceptable nature or welcome social relationships.

Violations of this Policy:

Violations of this policy will not be permitted. Any employee or supervisor who violates this policy will be subject to discipline up to and including discharge.

Complaints or Questions:

- Any employee who feels that he or she is a victim of sexual harassment should immediately report the matter to their appropriate supervisor, or if the employee prefers to the Director of Personnel and Payroll or said Director's designee, who shall be a person of the opposite sex. The matter will be thoroughly investigated.
- Any questions regarding this policy should be brought to the appropriate supervisor, the Director of Personnel and Payroll, or the Director of the House Committee on Personnel and Administration.
- The confidentiality and privacy of our employees and those involved will be respected during the investigation.

Compensation

The Massachusetts House of Representatives is committed to assuring that its employees are paid equitably in the marketplace in which it must compete for capable employees. All House Committee jobs are evaluated using three basic criteria: Know-How, Problem Solving, and Accountability. Each criteria is assigned points with the total determining the ranking of positions. Through this process, jobs are evaluated not the person doing the job. Jobs of similar content (and total points) are placed in the same grade and salary range.

The House uses a step-progression system comprised of 11 steps in each grade. Individuals will receive yearly step increases until they reach the grade ceiling. Salary policy will be reviewed periodically with appropriate range adjustments made to reflect market movement.

Job Posting

Most job openings will be posted on a bulletin board outside the House Personnel Office. You are encouraged to apply for positions in which you are interested and for which you qualify. Whenever possible, job openings will be filled by the transfer or promotion of employees.

Work Hours

Full-time employees generally work 37 1/2 hours each week, Monday through Friday. The normal work-day is 9:00 a.m. to 5:00 p.m. with 30 minutes for lunch. Alternative work schedules may be permitted at the discretion of the Speaker and Chairperson as long as the affected employee(s) work the required 7 1/2 hours each day (not including lunch). Employees should schedule lunch times with their supervisors

according to the needs of the particular committee/office in which they work.

If you will be late to work or will be absent from work without prior approval, you must notify your supervisor not later than 30 minutes after the work shift is to begin. Later notice will be accepted only if the circumstances of the tardiness or absence are good cause for later notice.

If you are required to be away from your work station during work hours for a significant length of time, you should notify your Chairperson or another appropriate staff person of your destination and estimated return time.

Overtime and Compensatory Time

House employees do not receive overtime pay for time worked in excess of the normal work day since salaries are considered to be commensurate with responsibilities. Generally, compensatory time in lieu of overtime pay is also not allowed. However, exceptions may be made on an individual basis regarding compensatory time. Discretion is left to the Speaker and Chairperson to grant the amount of compensatory time and to determine eligibility using the following minimum guidelines:

- ° the employee must be required to work a substantial amount of time longer than the normal work day; and
- ° the employee's presence must be necessary for the orderly and timely operation of House business.

Personal Appearance and Conduct

There is no formal dress or grooming code for employees. However, your personal appearance

reflects your attitude toward your job. More important, it is the basis on which the public forms judgments about you, the Representative, Chairperson, or Committee for which you work, and the House of Representatives.

You are expected to act in a courteous and professional manner toward members of the legislature, other state officials, co-workers, and the general public. Whether you speak to them in person or by telephone, please remember that you represent your Committee and the House of Representatives.

Paid Holidays

The following holidays are observed by the Commonwealth of Massachusetts:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Washington's Birthday (third Monday in February)
- Patriot's Day (third Monday in April)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)

In addition, the following holidays are observed in Suffolk County:

- Evacuation Day (March 17)
- Bunker Hill Day (June 17)

Holidays falling on a Sunday are observed the following day. Holidays falling on Saturday are observed the Friday before. Employees who are on leave without pay for any portion of their scheduled workday immediately preceding or following a holiday do not receive pay for the holiday.

Skeleton Force

Chairmen may authorize a "Skeleton Force" to operate their offices in times of snow emergencies or at other times allowed by the Speaker. Work schedules will be decided by the respective Chairmen subject to the condition that the office work will not be hampered. Employees not granted an absence under this policy shall not be granted compensatory time off for the time worked. Whenever a Skeleton Force is granted on a day in which a person is not scheduled to work for any reason whatsoever, such person shall be treated the same as if a Skeleton Force had not been granted.

Pay Periods

House employees are paid on a monthly basis. However, you may collect a check each week by drawing on your monthly salary. Paychecks are distributed on Wednesdays through each payroll office and may be cashed at the Treasurer's office on the second floor of the State House. An earnings statement listing gross salary, taxes, other deductions, and net pay is provided with the end-of-the-month paycheck.

Employee Travel

Expenses incurred by employees (other than Legislative Aides) while traveling for business purposes are reimbursable. Transportation costs for travel from home to a temporary assignment are, with limited exceptions, based on the distance between the temporary assignment and the closer of the employee's home or office. Transportation between the employee's home and office is not reimbursable. Permission to travel outside the Commonwealth must be obtained from the Speaker. The following items are reimbursable.

- Transportation costs, using the most economically means available under given circumstances. When a privately owned automobile is used, mileage is reimbursed. The current mileage rate is \$.22 per mile and covers the cost of garages, parking, tolls and other charges.
- Telephone and telegraph charges over \$.20.
- Expenses incurred in operating state-owned cars, including gas, oil, parking, and minor maintenance.
- Actual meal expenses, including tips, for employees on full travel status subject to the following limits set on meal expenses: breakfast - \$2.50; lunch - \$4.00; supper - \$7.00.

Contact your payroll office for further information.

Separation for Active Military Service

Any person leaving the employment of the House of Representatives for the express purpose of serving in the Armed Forces of the United States has reemployment rights under both federal and state statutes. These rights apply equally to men and women and to persons who are drafted as well as those who volunteer for military duty. Although those persons first entering military service after May 7, 1975, are not "veterans" within the meaning of state statute, they have the foregoing rights as well as various other rights. Persons entering the Armed Forces should contact the Director of Personnel for information and guidance.

Personnel and Payroll Changes

Please notify your payroll office if you change or want to change any of the following:

- Name, address, or telephone number
- Marital status or number of dependents
- Beneficiary for your life insurance or deferred compensation program
- Amount of your weekly salary draw

This information allows the payroll office to keep your records up to date and accurate. Inaccurate information can also affect your insurance coverage and other benefits.

Policy or Procedure Change

To open lines of communication between the Committee and all members and staff, the Committee has developed a form to recommend policy or procedural changes. The Recommendation for Revision Form is available at the Committee's office.

To make a recommendation to change the House personnel policies and procedures, the Committee presents the following guidelines:

- a. The Recommendations for Revision Form should be completed by the individual wishing to suggest a change of policy or procedures.
- b. The completed Form should be presented to the individual's Chairman for review, comment, and signature.
- c. The Form should be forwarded to the Chairman of the House Committee on Personnel and Administration.
- d. The suggested change will be discussed at the next committee meeting.

- e. Individuals may be asked to testify before the Committee concerning the suggested change.
- f. The Chairman will be notified of the result of the committee's discussion.
- g. Any suggested changes which are approved by the committee will be incorporated into the House of Representatives' policies and procedures.

INSURANCE BENEFITS

The Commonwealth provides a program of group life and health insurance coverage for employees and their dependents. An employee may elect to carry only life insurance, but must carry Basic Life Insurance in order to be eligible for optional life or health insurance. Employees are eligible for insurance coverage on the first day of the month following 60 calendar days or two calendar months of employment, whichever is less. Deductions usually begin one month before the effective date of coverage.

Health Insurance

As an employee of the House of Representatives, you have the same health insurance options as other state employees: the State Health Insurance Plan, one of several Health Maintenance Organizations, or a Preferred Provider Organization. The three basic options differ in costs, eligibility requirements, and extent of coverage. A brief summary of the three basic options follows.

Details regarding individual plans will be made available at the time you are hired and during the annual enrollment period each year. The House Committee on Personnel and Administration maintains copies of individual health plans which are available for you to review during the year. The plan which you eventually select should address your needs and concerns. You are encouraged to thoroughly read the materials available to you so that you can make an informed choice.

The State Health Insurance Plan (Blue Cross and Blue Shield (BC&BS)) provides coverage for inpatient and outpatient services. This plan allows you to select the physicians and facilities that you wish to use. Routine checkups and other preventive services

are not covered. Diagnostic tests are covered in full. The state pays 90% of the cost of BC&BS coverage. Optional coverage for which you pay the full cost includes Catastrophic Illness Coverage and Medically Necessary Abortion Coverage. In some cases, a deductible or copayment must be met before BC&BS begins paying benefits.

Health Maintenance Organizations (HMO) emphasize preventive health care. HMO's are located all across Massachusetts. They are a less expensive alternative to the State Health Insurance Plan. When you join an HMO, you choose a personal doctor who is affiliated with the HMO. Your physician will care for you when you are ill and refer you to specialists when necessary. As an HMO member, you agree to use the health care professionals and facilities affiliated with the HMO. Except in emergencies, HMOs generally will not cover the cost of health care services you receive which are not provided HMO-affiliated professionals or arranged by the HMO. In emergency situations, the HMO will cover your expenses provided you follow the procedures outlined by the HMO.

Because the full HMO premium is often less than the state's 90% contribution to the state health plan, many employees pay no premium for their health care benefit (See Note below). HMOs require no deductibles and usually charge nothing or a small fee (\$0 - \$3) per visit.

There are three basic types of HMOs: the staff HMO, the group HMO, and the individual practice association (IPA) HMO. These three types of HMOs differ in the way they provide services:

- **Staff HMOs** own and operate their own health care facilities. Typically, these facilities are equipped to provide laboratory, X-ray and pharmacy services. As a staff HMO member, you use the HMO facility located nearest you and choose your primary physician from amongst its staff.

- **Group HMOs** arrange with physician teams to provide health care services to HMO members. The Group HMO does not own its own facility. Group HMOs provide a variety of services under one roof, such as routine medical care and laboratory, X-ray and pharmacy services. You select a primary care physician from one of the physician teams. The choice of doctors in a group plan is generally greater than that in a staff model.
- **IPA HMOs** contract with private practice physicians to provide services to HMO members. You select your primary care physician from the list of doctors who are affiliated with the IPA HMO. You receive care in your doctor's private office and other services from HMO-affiliated hospitals, pharmacies and other medical providers. The choice of doctors in an IPA HMO is generally greater than in a staff or group plan.

Preferred Provider Organizations (PPO) also emphasize preventive health care. The PPO contracts with area physicians, health care centers and hospitals to provide you with certain services for a small fee. The PPO covers routine checkups, diagnostic tests and other preventive services. The Commonwealth pays the same dollar amount toward your PPO coverage as it would pay toward your BC & BS coverage. (See Note below). This amount covers most if not all of your PPO premium. A PPO requires no deductibles and usually charges nothing or a small fee (\$0 - \$3) per visit.

Life Insurance

Basic Life Insurance provides \$5000 life insurance coverage. The Commonwealth contributes 90% of the premium for this basic coverage. **Optional Life Insurance**, for which the employees pay the full cost, is available in thousand dollar increments. The maximum allowable amount of such additional life insurance

is the employee's annual salary rounded down to the nearest thousand dollars, less \$1000. The maximum amount of insurance coverage, regardless of salary, is \$74,000.

(Note: Please note that if proposed legislation passes, effective july 1, 1987 all employees including those covered by an HMO or PPO will be required to contribute at least 10% of their Health Plan's premium.)

HEALTH SERVICES

Emergency

For emergency injury or illness, please telephone the Capitol Police at 727-2111. The Capitol Police will contact the State House Physician and, if necessary, will arrange for medical transportation. In addition to stating the nature of the emergency, please tell them your name, location, and telephone number.

State House Physician

Routine medical services, first aid, and referral services are available at the Physician's office located in Room 195 of the State House. The office is staffed by a Doctor and a Registered Nurse. For more information call the office at 722-2350 or 2351.

Employee Assistance Program

The House recognizes that you are subject to the same stresses and strains of today's societal problems as employees in other public and private organizations. To help you and your family resolve any potential problems, you are encouraged to contact the Employee Assistance Program for confidential counseling and referral services.

This service is an employee benefit provided under contract with E.A.P. Systems, a private counseling firm not affiliated with the House or the state. Services are provided free of charge. They are voluntary and strictly confidential. No contact with the Employee Assistance Program will ever appear in your personnel records or influence your career in any way. E.A.P. Systems has several convenient locations to serve you. For further information, please call (617) 935-8850.

LEAVE BENEFITS

Vacation

The vacation year for employees (excluding Legislative (Aides) is from July 1 to June 30 inclusive. Based on an employee's length of service as of June 30 each year, vacation leave will be credited according to the following schedule:

- ° For less than one year's service, one day is credited for each calendar month worked, not to exceed ten days. Employees beginning their employment during a month will start earning vacation credits on the first day of the following month.
- ° For one to less than four and one-half years of service, two weeks (10 days) are credited.
- ° For four and one-half to less than nine and one-half years of service, three weeks (15 days) are credited.
- ° For nine and one-half to less than 19 1/2 years of service, four weeks (20 days) are credited.
- ° For 19 1/2 or more years of service, five weeks (25 days) are credited.

To use accumulated vacation time, you must notify your respective Chairman or immediate supervisor at least two weeks prior to the requested dates. You are encouraged to plan your vacations during times when the House is not expected to be in session.

If you leave the employ of the House of Representatives and resume employment within three years, you will be credited with prior service for vacation purposes. Under certain conditions, such as illness or dismissal caused by no fault or delinquency of your own, prior service may be credited after a break of three years or longer.

Employees on leave without pay or absent without pay 15 days or more in a vacation year lose that year for vacation status purposes and vacation credits are deducted proportionately. Leave with pay or industrial accident leave is creditable service for vacation status and vacation credits.

You may carry over only one year's vacation credits, i.e., vacation not used in the vacation year in which it becomes available must be used by the end of the following vacation year.

Upon termination of employment by dismissal, retirement, or by entrance into defense forces, through no fault or delinquency of your own, you are paid for the unused portion credited the immediately preceding June 30 plus a prorated portion of what you were earning during the year in which the termination occurred. In the event of your death, the same formula is used to determine payment to your beneficiary. Upon termination for any other reason, payment will be made only for the unused portion credited on the immediately preceding June 30.

Sick Leave

Sick leave is credited at the rate of one and one-quarter days for each full calendar month of employment. Time on leave with pay or industrial accident leave is creditable for sick leave accrual; no credit or accrual is given for any month in which you are absent without pay for more than one day.

Sick leave is granted at the discretion of the House of Representatives for the following reasons:

- ° You are incapacitated by personal illness or injury.
- ° For illness in your immediate family up to ten days per year.

When sick leave credits are exhausted, the Director of Personnel may allow conversion of unused vacation credits to sick leave credits. The Director of Personnel may require the submission of satisfactory medical evidence to support an employee's sick leave claim.

You may accumulate accrued sick leave credits without limit. If you leave the employ of the House and resume employment within a period of less than three years, any unused sick leave accrued prior to leaving will be credited to you upon reemployment. Under certain circumstances, such as illness or dismissal caused by no fault or delinquency of your own, sick leave may be credited after a break of three years or longer. Upon termination of employment, no payment is made for unused sick leave, except in the case of termination due to retirement, in which case payment is made for 20 percent of any unused sick leave.

Personal Leave

Employees who are on the House payroll on July 1 are credited with three personal days. Those hired July 2 through September 30 are also entitled to three personal days; those hired October 1 through December 31, two days, and those hired January 1 through March 31, one day. Personal days may not be accrued or carried over; they must be used by June 30, or be forfeited.

Military Leave

Employees are entitled to leave with pay for service in the Armed Forces of the Commonwealth (the National Guard), or during their annual tour of duty not exceeding 17 days in a reserve unit of the Armed Forces of the United States.

Court Leave (Civic Duty Leave)

Employees are entitled to leave with pay when called for jury duty or when summoned as witnesses on behalf of any city, town, county, state, or the federal government. Any witness fees are paid to the Commonwealth; jury fees, up to the amount of regular compensation, are turned over to the House. Employees retain court reimbursement for expenses. No paid court leave is allowed for employees engaged in personal litigation.

Bereavement Leave

Employees are allowed up to four calendar days with pay in the case of death of one of the following: spouse, child, parent, brother, sister, grandparent, grandchild, parent of spouse, or person living in the household.

Parental Leave

Employees who have completed the probationary period or, if there is no probationary period, three months of service, may receive up to eight weeks leave without pay within sixteen weeks of the time of the birth or adoption of a child. Any accumulated vacation, personal or sick leave to which employees are entitled may be applied to parental leave in accordance with the rules governing such leave. Parental leave does not interrupt the accrual of benefits, seniority, or length of service credit.

Other Leave

Employees are also entitled to leave with pay for the following:

- ° preventive inoculation against infectious diseases (such as hepatitis) required as a result of their employment;

- Red Cross blood donations;
- Civil Service examinations;
- industrial accident hearings;
- delegates attending veterans' conventions;
- voting leave of two hours, providing that the hours the polls are open conflict with the employees' regular working hours; and
- veterans participating in services honoring veteran dead.

TRAINING AND PROFESSIONAL DEVELOPMENT

The House Committee on Personnel and Administration (HCPA) sponsors programs for the personal and professional development of all House employees. HCPA also communicates training opportunities which are offered by the Commonwealth of Massachusetts and are open to House employees. For further information regarding these in-house programs and current and future training opportunities, contact your supervisor or HCPA.

HCPA Orientation Program

New employees attend an HCPA Orientation Program as close to their initial date of employment as possible. This orientation program familiarizes the new employee with the House structure, the legislative process, personnel policies, and employee benefits.

HCPA Training Program

HCPA periodically develops and schedules training and professional development seminars which are conducted by senior House staff, outside consultants, instructors from local colleges and universities, or other state officials. Several seminars have been videotaped and can be viewed by any House employee. Contact HCPA for further information.

Tuition Remission Program

The Tuition Remission Program allows full-time employees to attend any state college or university excluding U-Mass Medical Center and receive full or partial remission of tuition depending on the educational course or program. Courses cannot be taken during normal work hours. This educational benefit is subject to available space and the usual admission

policies of each institution. HCPA maintains a file of course cataloges for each state college and university. Please contact HCPA for further information.

OPTIONAL PAYROLL DEDUCTIONS

The programs explained below are optional benefits available to all employees through payroll deductions. Contact your payroll office for further details.

Direct Deposit

Direct Deposit allows you to have your pay automatically deposited into your personal checking or savings account, free of charge. Payments are sent by electronic funds transfer, thereby making it easy and safe. You will still receive your earnings statement from your payroll office showing your gross salary, taxes, other deductions, and net pay. The amount of the Direct Deposit will also appear on your personal bank statement. Contact your payroll office for further details.

State Employees' Credit Union

The Credit Union is a mutual State Chartered Thrift Institution organized and directed by state employees. It offers a convenient method of savings and loans through payroll deductions. You are eligible to join the savings program immediately. When you have been a state employee for nine months and a depositor for six months, you may qualify for a collateral, car, or personal loan. Contact the Credit Union for further details. The offices are located at 152 Bowdoin Street. (Telephone: 227-1884)

Savings Bonds

You may purchase U.S. Savings Bonds through payroll deductions. The Series EE Bond is an appreciation-type security that has a maturity of ten years and is available in denominations of \$50, \$75, \$100, \$200, \$500, \$1,000, \$5,000, and \$10,000. The

purchase price is one-half of the denomination: for example, a \$100 bond costs \$50. Interest earned by the bonds is exempt from state taxes. Contact your payroll office for further details.

MBTA Pass Program

You may purchase MBTA passes directly at the Post Office located in the sub-basement of the State House, Room B-5, during the last four working days of each month or through payroll deductions. Contact your payroll office for further details.

Deferred Compensation

You may defer receipt of a certain amount of each year's gross annual income and thereby defer payment of state and federal taxes on this amount through the Massachusetts Employees Deferred Compensation Program. The minimum amount which may be deferred is \$10 per month; the maximum, 25% of your gross annual income, up to \$7,500 per year. If you are age 62 or over and are within three years of retirement, the maximum amount is \$15,000 per year. You may increase or decrease the amount deferred at any time and may freeze the account at any time. Taxes on deferred income, interest, and capital gains need not be paid until actual distribution to you, usually after retirement when you are in a lower tax bracket.

Withdrawals of deferred compensation while actively employed are prohibited, except in cases of extreme financial hardship. Such early withdrawals are subject to approval by the plan coordinator (Public Employees Benefit Services Corporation) and the Oversight Committee (representing the Governor, Treasurer, and Insurance Commissioner). A 4% surrender charge is also levied on the amount withdrawn.

You may select one or a combination of the following types of investment for your deferred compensation:

- **The Guaranteed Fixed Annuity** guarantees refund of the full value of the account, i.e., all accumulated principal and interest, minus an asset fee of 0.45% per year and an administration fee of \$12 per year. Stated minimum interest returns are guaranteed in advance for the ensuing five years. These rates are updated annually, and may exceed the guaranteed minimum. This investment includes the option of lifetime guaranteed monthly payments upon retirement.
- **The Bank Savings Account** guarantees refund of the full value of the account and a minimum guaranteed interest rate not less than the regular passbook rate.
- **Life Insurance** may be added, with premium costs subtracted from taxable income.

You also select the method of payment upon retirement (which may include a combination of options), payment to your beneficiary in the event of your death, or payment upon termination from state services. Retirement options include:

- A lump sum payment (minus a 4% surrender charge, except in case of payment to a beneficiary).
- Monthly payments for a specified number of months, with a 36 month minimum.
- Lifetime monthly payments through purchase of the Guaranteed Fixed Annuity.

Additional information on deferred compensation may be obtained from the Public Employees Benefit Services Corporation, One Salem Green, Suite 410, Salem, MA 01970; telephone (617) 741-0850 or 1-800-732-3760.

Commonwealth of Massachusetts Employees Campaign (COMEC)

House employees are provided an opportunity to donate to the Commonwealth of Massachusetts Employees Campaign (COMEC) through payroll deductions. When you pledge through COMEC, you have the choice of designating all or part of your gift to a particular agency or agencies providing services to people in need. Contact your payroll office for further details.

RETIREMENT BENEFITS

Ordinary Retirement

All eligible employees receive automatic membership in the Contributory Retirement System. Permanent full-time employees are eligible immediately; part-time employees (those working 50% or more of the hours of full-time employees' work year) are eligible after one full year of continuous employment. Employees who must complete a waiting period before becoming eligible may, after becoming members, pay appropriate deductions into the system to receive credit for the waiting period.

Deductions of eight percent (seven percent for employees hired prior to January 1, 1984, and five percent for employees hired prior to January 1, 1975) are paid to the State Retirement System and become the annuity portion of the employee's retirement allowance. A state-funded pension makes up the difference between the annuity and the total retirement allowance.

Each employee is assigned to a retirement group (generally Group 1, except for employees in certain hazardous occupations). The retirement group assignment determines the maximum retirement age and the size of the retirement allowance due, based on age at retirement. Employees may retire after 20 years of service, or, if hired before January 1, 1978, any time after age 55. Employees hired after that date must work at least ten years, regardless of age, to be eligible for retirement.

The basic formula for calculation of an employee's retirement allowance is a percentage factor based on retirement group and age at retirement times the annual rate of compensation (determined by taking the average of the employee's three highest consecutive years' regular compensation) times the number of years of service. The maximum retirement allowance

is 80 percent of the average annual rate of compensation. The percentage factor used is based on the following table:

Age (Last Birthday) at Date of Retirement

<u>Group 1 (Age)</u>	<u>Percent</u>
65 or older	2.5
64	2.4
63	2.3
62	2.2
61	2.1
60	2.0
59	1.9
58	1.8
57	1.7
56	1.6
55	1.5

For Example:

Age: 65

Average Annual compensation: \$20,000

Years of Service: 30 years, 6 months

Retirement Group: 1

Formula: $2.5\% \text{ of } \$20,000 \times 30.5 = \$15,250.00 = \text{annual retirement allowance}$

Upon retirement, you select the method of payment of your retirement allowance from three options:

- ° Option A: Provides the full retirement allowance in monthly payments. All payments cease upon your death.
- ° Option B: Cash Refund Annuity. Provides for a retirement allowance typically between three to five percent less than with Option A. Upon your death, any unpaid balance of the annuity portion of

the retirement allowance is refunded to your beneficiary. The exact amount depends upon your age at retirement and the amount of money paid into the system.

- ° Option C: Joint and Last Survivor Allowance. Upon your death, the surviving named beneficiary is paid two-thirds of your monthly retirement allowance for life. Payments to you under this option are somewhat lower than under Option B, depending upon your age and the age of the named beneficiary.

Prospective retirees are urged to consult with the State Board of Retirement when selecting an option.

Employees under age 55 who resign from the service of the Commonwealth after at least ten years of service may withdraw accumulated funds that have been deducted from their salary or leave them on deposit and apply for a retirement allowance upon reaching retirement age. No interest will be refunded to members with less than five years of creditable service who withdraw accumulated deductions.

Employees who receive a refund of their accumulated retirement deductions and subsequently return to the service of the Commonwealth do not have to repay or make up those withdrawn funds. Whether or not a repayment is made, however, those members must contribute eight percent of their salaries as a retirement deduction, even if they were formerly contributing five or seven percent.

Disability Retirement

Ordinary disability retirement benefits are available to permanently incapacitated non-veterans under age 55, with at least 15 years of service. After age 55, incapacitated non-veterans retire under the regular retirement provisions. Permanently inca-

pacitated veterans with at least ten years of service are eligible for ordinary disability retirement benefits at any age.

Accidental disability retirement benefits are available to employees who are totally and permanently disabled as a result of on-the-job injuries. Employees cannot file for accidental disability retirement within two years of their maximum retirement age unless the accident occurred within three years of that age. Accidental death benefits are available in the event of the death of an employee or retiree resulting from on-the-job injuries. Ordinary disability, accidental disability, and accidental death allowance payments are reduced by the amount of any worker's compensation.

For further information regarding ordinary or disability retirement, contact the State Board of Retirement, One Ashburton Place, Boston, MA 02108; telephone (617) 367-7770.

Social Security Tax (Medicare)

Effective April 1, 1986, all new employees are required to pay the Medicare portion of the social security tax. This tax is 1.45% of the first \$42,000 of a person's wage/salary and is deducted from your paycheck each month. Medicare is a Federal health insurance program for people 65 or older, people with permanent kidney failure, and certain disabled people. For further information, contact your payroll office or your local Social Security Office.

COMMITTEE / OFFICE DESCRIPTIONS

Listed below are brief descriptions of the House standing committees and the joint committees. Brief descriptions of several House administrative offices and other legislative offices are also included to provide a basis for understanding legislative operations.

Standing Committees of the House

Rules: Establishes and recommends policy procedures for the House; considers all orders, resolutions and petitions relating to recess studies, rules changes, etc.; sits concurrently with the Senate Committee on Rules; and considers other matters that the committee deems necessary for expeditious actions of the House.

Ways and Means: Considers all legislation affecting the finances of the Commonwealth.

Bills in the Third Reading: Considers all bills and resolves prior to their final reading and examines, corrects, and recommends such amendments as may be necessary concerning duplication, grammatical errors, constitutionality, etc. The committee also considers all amendments received from the Senate.

Ethics: Considers all violations of rules and all questions of conduct of Representatives, reports any recommendations relative thereto, and recommends any changes in the rules which tend to facilitate the business of the House.

Personnel and Administration: Develops, implements and makes future changes in a plan providing for the allocation of office space for members and staffs of the various committees under the jurisdiction of the House, and establishes a plan containing staffing levels for committees under the jurisdiction of the House together with a classification plan for employees.

Post Audit and Oversight: Oversees the development and implementation of legislative auditing programs conducted by the Legislative Post Audit and Oversight Bureau with particular emphasis on performance auditing.

Joint Standing Committees

Banks and Banking: Considers all matters concerning banks, banking institutions, credit unions, small loans, and consumer credit.

Commerce and Labor: Considers all matters concerning commercial, industrial and mercantile establishments, industrial development, consumer protection, discrimination with respect to employment, and labor laws.

Counties: Considers all matters concerning various counties of the Commonwealth, including the salaries, civil service status and tenure for county employees, registers of deeds and sheriffs (but excluding the retirement of such employees).

Criminal Justice: Considers all matters concerning crimes, penalties and sentencing.

Education: Considers all matters concerning education.

Election Laws: Considers all matters concerning elections and election laws.

Energy: Considers all matters relating to the exploration, exploitation and development of energy resources, such as coal, gas, oil, nuclear fusion, solar rays, tidal movement, etc., including the siting of energy facilities, and laws relating to shipping or otherwise transporting energy sources, non-returnable bottles and cans.

Federal Financial Assistance: Considers all matters concerning the receipt of federal aid from the federal government, and joint resolutions relative to memorializing the Congress of the United States or other federal agencies or officials.

Government Regulations: Considers all matters concerning public utilities, gambling, the registration of various trades or professions, and the issuance of licenses for the sale of alcoholic beverages.

Health Care: Considers all matters concerning health care programs and regulation of the health care system including rate setting, licensing of health care facilities and personnel, certificate of need, and health programs including Medicaid.

Housing and Urban Development: Considers all matters concerning housing and urban renewal, subdivision control, condominium laws, and the Metropolitan District Commission.

Human Services and Elderly Affairs: Considers all matters concerning public welfare, children, the elderly, the handicapped, mental health, drug rehabilitation and control, veteran's benefits, the correction system including administration, prisoner's rights, furloughs, work release, probation, rehabilitation, parole and other social service programs.

Insurance: Considers all matters pertaining to insurance and insurance companies.

The Judiciary: Considers all matters pertaining to the judiciary, including the recall of judges, the salaries of judges, court clerks and court officers of the various courts, probation officers, juries and jury duty (but excluding the retirement of judges and all other court personnel).

Local Affairs: Considers all matters seeking the enactment of special laws for a certain city or town,

the establishment of economic, district and local planning commissions, rent control, and zoning laws and rules.

Natural Resources and Agriculture: Considers all matters pertaining to natural resources and the environment, air, water and noise pollution and control, hunting and fishing, conservation, solid waste disposal, sewerage, and agricultural and farm problems.

Public Safety: Considers all matters concerning the safety of the public, including civil defense, firearms and gun control, fire laws, and motor vehicle laws.

Public Service: Considers all matters concerning the salaries, civil service and retirement of public employees (including the retirement of judges, court personnel and county employees but excluding the salaries of said judges, court personnel and county employees), and collective bargaining for state employees and other public employees.

State Administration: Considers matters concerning state lands, state buildings, competitive bidding on public contracts, military establishments, free public libraries, historic landmarks, open meeting laws, state fees, state agencies, state regulations, and lobbyists reporting laws.

Taxation: Considers all matters concerning the raising of revenue for the Commonwealth by means of taxation, and certain matters relating to the local property tax.

Transportation: Considers all matters concerning the development, operation, regulation and control of all means of transportation in the air, on land or in the water, and the imposition of tolls on tunnels or bridges.

House Administrative Offices

Central Press Office: Provides public information assistance on a bi-partisan basis to the members of the House.

House Clerk: Advises the Speaker and members of the rules, precedents and practices of the House. Is the depository for all proposed legislation filed in the House of Representatives by members, various state departments, boards and agencies and the Governor of the Commonwealth. Prints and processes all matters and tracks legislation through the legislative data processing system. Certifies and transmits to the Senate all bills, resolves, resolutions, orders and other papers requiring concurrent action. Also prints various publications, including the Daily Calendar of matters being considered by the House, the Journal of the House describing various actions on legislation on the floor of the House, the Manual for the General Court, the booklet "Public Officers of Massachusetts" and other documents concerning legislative procedure in the General Court

House Counsel: Provides many duties as set forth in various sections of the General Laws. However, the office and its lawyer staff provide a full range of specialized legislative-related legal services to members of the House, its staff and various agencies of the executive and judicial branches of government.

Legislative Service Bureau: Provides research assistance to members and staff, and also is responsible for interacting intergovernmentally with the Congress of the United States and other state legislatures in an effort to keep the membership updated on current federal and state issues. Electronic media and photographic services are also provided.

Speaker's Office: Purchases all stationery and office supplies, furnishes legislative offices and committee hearing rooms, leases typewriters, computer terminals

and copy machines, and contracts for gavel to gavel T.V. coverage of the Legislature. Also provides public information and press releases on legislative issues, researches special projects, works with committee research staffs and assists in facilitating the flow of legislation.

Other Offices

Legislative Bulletin - Daily List: Prepares and prints the Legislative Bulletin and the Daily List. The Legislative Bulletin is prepared in two formats. The first format lists all petitions by committee with the scheduled date and time of public hearings. The second format lists all petitions and bills numerically with the history of action noted against each as it occurs during the legislative year. Postcards are mailed by staff to notify all sponsors and petitioners of scheduled hearings. The Daily List is printed daily and lists all public hearings held that particular day.

Legislative Data Processing Department: Offers computer expertise and services to the Legislature and state agencies. Services include: Statutory Information Retrieval System (SIRS) which has been developed to meet the information retrieval needs of state legislative research offices, and Automated Legal Text Entry and Revision (ALTER) which is designed as a clerical aid in legislative bill preparation.

Legislative Document Division: Correlates, mails, and distributes all House and Senate Documents filed in the current Legislative session. In addition, each day the office distributes the Daily List of Committee Hearings, the House and Senate Calendar, the House and Senate Journal, and the Bulletin of Committee work.

Legislative Research Bureau: Conducts research and fact finding studies for the Legislature, its committees, and members under the direction of the bi-

partisan Legislative Research Council. Maintains a professional staff whose disciplines include the law, economics and public administration. Researches or develops information in support of a legislator's position on a particular proposal or policy issue. Recommendations are not provided.

Science Resource Office: Provides non-partisan research and information services for legislators and staff. Addresses legislative questions concerning energy, environment, economy, health, safety, human services, social sciences, transportation, rural affairs and urban affairs. The office gathers information from universities, professional societies, federal agencies, business associations and public interest groups. In addition to research, the SRO recommends individuals to provide expert testimony and assists in organizing conferences and seminars.

Sergeant-at-Arms: Serves the members of the Legislature. Directs all court officers, pages, cleaning crews, administrative staff, and numerous accounts that relate to the operation of the Legislature (e.x., telephone bills, cleaning materials, water coolers, and various maintenance and repairs).

State Bookstore: Provides copies of advanced Acts and Resolves and other state published documents.

State Library: Established to meet the information and research needs of the state's executive and legislative branches. The Library's collection includes Massachusetts state publications, federal documents, an extensive law collection with special emphasis on public law, periodicals, newspapers, and general and special collections. Reference and advisory assistance is available at the Reference Desk on the 3rd floor, the Periodical Desk on the 4th floor, and in the Special Collections Department in Room 55 in the basement of the west wing. Borrowing privileges are offered to full-time House employees and interns who have an authorization letter from their supervisors.

